

**CITY OF LANGLEY  
POSITION ANNOUNCEMENT**

**JOB TITLE:** Assistant Treasurer

**JOB DESCRIPTION:** This position supports and assists the Clerk-Treasurer in a variety of regular and recurring accounting procedures, including calculating, posting, verifying, preparing and mailing warrants for payments of bills and reconciling designated accounts; as well as preparing, posting, verifying and distributing payroll twice a month, along with monthly and quarterly payroll reports, W2's and 1099's. Receives, accounts for and safeguards cash, checks or other valuables as required. Maintains varied accounting filing systems and records as directed, to assure proper follow through; as well as any other projects and duties that may be assigned by the Clerk-Treasurer.

**DESCRIPTION OF DUTIES:**

- Accounts Payable – prepare city payables for payment including a voucher report for council packets and mail payments on the Tuesday following each council meeting
- Payroll – prepare and distribute city payroll on the 15<sup>th</sup> and last day of each month; maintain subsidiary ledgers and files; monthly and quarterly reports
- Data Entry – post utility receipts, cash receipts, accounts payable, etc., prepare and distribute monthly financial reports
- Bank Accounts – prepare deposits; reconcile bank statements
- Business, Contractors & Temporary Licenses – annual business license billing as well as issuing and tracking contractors and temporary licenses; maintain subsidiary ledgers
- Annual Report – help prepare the annual report for State Auditor
- Assist in formation of annual operating budget & cost allocation plans
- Front Desk – cover for break, lunch, etc. when needed
- Other duties as assigned

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is primarily performed in an indoor setting with extended periods at a computer. Physical effort may be needed to lift and carry office materials and supplies.

Knowledge of:

- General accounting and bookkeeping practices and methods
- Applicable financial, word processing and spreadsheet software programs
- Standard office practices and machines

Ability to:

- Apply City policies and procedures
- Apply practical accounting techniques
- Process large quantities of accounting data
- Perform accurate calculations
- Use a computer and applicable software proficiently
- Meet deadlines
- Communicate effectively orally
- Maintain confidentiality of customer information
- Interact appropriately with various levels of employees, officials and the general public

#### MINIMUM QUALIFICATIONS

High School diploma or its equivalent (G.E.D.)

Two-year associate degree in a business related field that includes course work in accounting or finance and three or more years of previous clerical accounting or bookkeeping experience or an equivalent combination of education and experience sufficient to provide for successful performance of the essential elements of the job as listed above.